

Erasmus+ KA171 (partner countries)

Selection procedure and process of recognition for outgoing students and staff

New Vision University	
Responsible Unit	International Relations Office
Address	11, Nodar Bokhua Str, Postal code: 0159. Tbilisi, Georgia
Email	Info@newvision.ge
Web address	www.newvision.ge
Regulations/Law/Rulebook for mobility	Memorandum of Understanding

I. Selection procedure

Selection of students	
Call for applications	A call for applications is announced each semester through email and is also published on the website newsfeed. www.newvision.ge
Application documents	Applicants are required to submit a CV, motivational letter, transcript, and English proficiency certificate.
Selection criteria/Score system	As outlined in the Memorandum of Understanding, selection is based on stringent criteria that assess the quality of the documents submitted. Interview performance is given high priority.
Priority	Priority is given to students who demonstrate relevant experience, strong academic alignment with program objectives and successful interview results.
Selection committee	The committee includes representatives from the International Relations Department and the Dean of the respective school.

Selection of staff	
Call for applications	Announced via an email to eligible staff.
Commission/Responsible Unit	International Relations Department (IR)
Selection criteria	Selection is based on alignment with the

	candidate's professional duties.
Priority/Restrictions	Priority is given to candidates whose professional roles or responsibilities align closely with the objectives of the program and require active participation for effective performance. Additionally, preference may be extended to applicants demonstrating strong motivation, relevant experience, or specific needs addressed by the program. Certain restrictions may apply based on eligibility criteria or program capacity.
Application documents	Applicants must submit a CV and a motivation letter.

II. Recognition procedure

Recognition of student mobility	
Documents	<ul style="list-style-type: none"> • Application form: Complete and submit the required application form • Passport/ID or Notarized Passport(In case of Foreigner) • Translated and Notarized Educational Documents: Transcripts and the Learning Agreement must be translated into Georgian and notarized, clearly outlining the foreign educational achievements. • Application Fee Payment Receipt: Attach the payment receipt for the application fee, which varies based on processing time.
	Upon arrival, student must submit hard copies of these documents to the relevant school and subsequently present them to the National Centre for Educational Quality Enhancement (EQE) for official recognition.

Recognition of staff mobility	
Documents	<ul style="list-style-type: none"> • Application form: Complete and submit the required application form • Passport/ID or Notarized Passport(In case of Foreigner) • Certificate of participation in the mobility • For administrative staff enrolled in university programs (MA, PhD), certificates of attendance including the credits gained during the mobility.
Procedure	<p>The recognition process mirrors that of student mobility.</p> <p>Required documents must be submitted to the relevant department for processing and verification.</p>